R E P O R T R E S U M E S

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PROGRAM OF CONTINUING EDUCATION IN PUBLIC HEALTH, POLICIES AND PROCEDURES.

AMERICAN PUBLIC HEALTH ASSN., SAN FRANCISCO, CALIF

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THIS INTERDISCIPLINARY, UNIVERSITY-LEVEL PROGRAM, UNIQUE IN THAT IT IS PRESENTED IN THE FIELD, IS PRIMARILY DESIGNED FOR FULL-TIME PUBLIC HEALTH PROFESSIONALS IN THE 13 WESTERN STATES, SPONSORED BY THE SCHOOLS OF PUBLIC HEALTH OF THE UNIVERSITY OF CALIFORNIA (BERKELEY AND LOS ANGELES) AND THE UNIVERSITY OF HAWAII, AND ADMINISTERED BY THE WESTERN REGIONAL OFFICE OF THE AMERICAN PUBLIC HEALTH ASSOCIATION. STATE PUBLIC HEALTH ASSOCIATION CONTINUING EDUCATION COMMITTEES AND THEIR SUBCOMMITTEES ASSESS STATE INTERESTS AND NEEDS, EXAMINE WORKING DRAFTS OF CURRENT COURSE OFFERINGS AND LONG-RANGE CURRICULUMS, AND HELP EVALUATE THE COURSES. THE CONTINUING EDUCATION COMMITTEE OF THE CONFEDERATION OF WESTERN AFFILIATES MAKES REGIONAL SURVEYS AND POLICY RECOMMENDATIONS. THE FACULTY ADVISORY COMMITTEE, COMPOSED OF FACULTY MEMBERS FROM PARTICIPATING SCHOOLS OF PUBLIC HEALTH, ADOPTS LONG-RANGE CURRICULUMS BASED ON RECOMMENDATIONS BY THE STATE CONTINUING EDUCATION COMMITTEES AND APPROVES PROPOSED COURSES. ITS SUBJECT AREA SUBCOMMITTEES DEVELOP THEIR OWN PROGRAMS AND PLAN INDIVIDUAL COURSES. THE COURSE COORDINATOR WORKS WITH STAFF, ADVISORY COMMITTEES, AND LIAISON PERSONS ON STAFFING, COURSES, AND PUBLICATIONS. (LY)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
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PROGRAM OF
CONTINUING EDUCATION IN PUBLIC HEALTH

University of California
Berkeley Los Angeles

University of Hawaii

Western Regional Office
American Public Health Association

in cooperation with
Confederation of Western Affilictes, APHA

POLICIES AND PROCEDURES

FACULTY ADVISORY COMMITTEE

STATE ASSOCIATION CONTINUING EDUCATION COMMITTEE CHAIRMEN

AC001 320E

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PREMISE AND DEFINITION OF THE PROGRAM OF CONTINUING EDUCATION IN PUBLIC HEALTH

The Universities, or more specifically, the Schools of Public Health, given the task of preparing public health workers in more than thirty (30) disciplines, is limited at the outset by the amount of time allotted for completion of any specific curriculum and cannot logically assume that, unassisted, today's graduate will remain "well prepared" and professionally competent throughout the span of his working life.

This basic problem is magnified and intensified by the rapid pace of technological developments which we are witnessing today.

This explains, in part, why universities accept responsibility for providing continuing education.

The concept of life-long learning might be helpful in examining the unique role of CONTINUING EDUCATION IN PUBLIC HEALTH and help distinguish it from other various types and levels of education and training available.

Envision a continuum of learning divided into four equal parts: the first labeled BASIC PROFESSIONAL PREPARATION; the second, PRACTICAL EXPERIENCE; the third, IN-SERVICE TRAINING; and the fourth, CONTINUING EDUCATION.

Basic professional preparation is usually an undergraduate or graduate academic program, or both, and may include field training, internship, or residency.

Practical experience is performance of the specific job for which a person is trained.

In-service training is specific, work-oriented training, on the job, sponsored directly or indirectly by the employing agency, and usually directed at the learning or improvement of specific skills or knowledge which can be applied directly to the job immediately after completion of training.

Continuing education is the organized and planned presentation of appropriate educational experiences at a professional level which are university oriented -- not developed directly by the employing agency but related to its needs and programs, and directed at the exploration of new ideas, trends, developments and the exposure of new dimensions which improve the individual's professional competency and may be expected to exert a broad and long-range effect on the field.

Courses presented in any state through the Public Health Association generally have sponsorship by other appropriate organizations such as voluntary and official health agencies. Representatives of the sponsoring organizations usually serve on the planning committee. Within the framework of the Program of Continuing Education in Public Health it is possible for official or voluntary health agencies to work directly with the Program staff and the state association's continuing education committee to develop and present courses which relate directly to the needs of the agency and which may not be a part of the regional Program of Continuing Education in Public Health.

A number of other programs, such as medical extension, WICHE, AAGP, etc., sponsor programs of continuing education in the West. The Program of

Continuing Education in Public Health makes every effort to coordinate its offerings with those conducted by other groups and maintains liaison with these organizations. Joint sponsorship of courses is often desirable. For example: state continuing education committees have arranged for AAGP credit for several continuing education program courses.

In this context, continuing education can be an effective supplement to existing educational and training activities now available to public health personnel. Executed successfully, it can provide the career-minded public health worker an opportunity to keep abreast of new trends and developments not previously available to him.

PURPOSE

The purpose of the Program of Continuing Education in Public Health is to keep public health workers in each state abreast of new knowledge, developments and trends in the field of public health and related areas. The Program is similar to continuing education programs sponsored by other professional schools, in that short-term, intensive seminars, workshops, institutes, etc. are presented at a university level. Offerings of the Program are not concerned directly with program implementation or the teaching of specific techniques, which are more appropriate for in-service training by the employing agency, nor are they concerned with program direction or consultation, which are more appropriately provided to public health personnel by officially related agencies. Offerings are, therefore, aimed at improving the individual's professional knowledge and competency.

The Program is unique in that its interdisciplinary offerings are presented in the field rather than being campus-centered, although offerings on the campuses of the three parent universities are not excluded and are presented jointly with the state public health associations. The active cooperation of other appropriately related agencies is sought.

SPONSORSHIP

The Program is jointly sponsored by the Schools of Public Health, University of California at Berkeley and Los Angeles and the University of Hawaii, the American Public Health Association and its affiliates.

The Program is administered by the Western Regional Office, American Public Health Association.

The success of the Program is dependent upon the active cooperation and support of the federal, state and local health departments, voluntary health agencies, and allied organizations.

TARGET GROUPS

The primary audiences for the Program of Continuing Education in Public Health are full-time, professional public health workers in the thirteen Western States, whether from official or non-official agencies. Professionals in allied fields, as well as individuals who are concerned with the promotion of public health, may be invited to participate if their presence at the course will enhance the learning situation and contribute to course objectives. However, courses are designed with the primary target group in mind.

RESPONSIBILITIES OF FACULTY ADVISORY COMMITTEES

The Faculty Advisory Committee is composed of faculty members from the Schools of Public Health, University of California, Berkeley; University of California, Los Angeles; and the University of Hawaii, who are appointed by their respective deans. As presently constituted, the Faculty Advisory Committee consists of an Executive Committee and five subject area subcommittees: Chronic Disease, Community Health Services Administration, Environmental Health, Mental Health, and Voluntary Agency Administration.

The Executive Committee is concerned with overall direction and evaluation of the Program. This committee reviews the need and interest for course development as expressed by the continuing education committees of the state public health associations. Regional surveys are conducted periodically using a standard questionnaire. Other methods may be developed and used by a state continuing education committee to determine need within their particular state. The Executive Committee approves the curriculum developed by each of the subject area subcommittees and works with the Confederation of Western Affiliates Committee to assure that the curriculum is responsive to the needs and interests of the region and its individual states.

The Executive Committee is composed of a chairman appointed by the deans of the sponsoring Schools of Public Health (he also serves as chairman of the Confederation Continuing Education Committee with approval of the Confederation's president), the deans, and representatives from each of the subcommittees.

The Chairman of the Faculty Advisory Committee, upon the recommendations of the deans of the respective Schools of Public Health, appoints subcommittees for each of the subject areas in which courses are to be developed. Provision is made for the subcommittee to be supplemented by ex-officio members with particular competence in the subject area. A member of the full time faculty chairs each subcommittee.

Each subject area subcommittee is responsible for development of a "curriculum" in its study area and for individual course development. Selection of subjects is normally based on recommendations of the Confederation's Committee on Continuing Education but may be initiated directly by faculty members. It reviews final outlines and suggested field faculty for each course developed. Periodically the subcommittee reviews course development and presentation experience to date, revising and broadening the curriculum as the need indicates.

Continuing Education Program staff members serve on the Faculty Advisory Committee and its subcommittees, providing necessary services, and act as liaison between the committee, the state association continuing education committees and the Confederation Committee.

RESPONSIBILITIES OF FACULTY LIAISON

For each new course to be developed a member of the concerned subcommittee is selected to serve as faculty liaison and works with the Continuing Education Program staff in selecting a course coordinator or serves in that capacity himself. The faculty liaison acts in an advisory capacity to the Course Coordinator and Continuing Education Program staff in selection of a planning committee and serves as a member of the planning committee responsible for development of a topical outline for the course including: subject matter to be covered, suggested core faculty, suggested method of presentation, recommendations for target groups. He presents the topical course outline to the Subcommittee for approval.

EDUCATIONAL CRITERIA FOR SELECTION OF COURSE COORDINATOR

Selection of the Course Coordinator is made by the Continuing Education Program staff and with the assistance of the faculty liaison person under the general direction and approval of the Continuing Education Faculty Advisory Committee. Educational criteria for selection of the Coordinator, in order of descending priority are:

1. A doctoral degree in the content area of the course offering and a graduate degree in public health.

<u>OR</u>

2. A doctoral degree either in the content area or in public health and knowledge of, in case of the former, the philosophy and practice of public health, and in the case of the latter, of the content area.

<u>OR</u>

3. A graduate degree in Public Health and knowledge of the content area of the offering.

<u>OR</u>

4. Appropriate professional degree in the content area and a willingness to familiarize himself with the philosophy and practice of public health.

JOB DESCRIPTION OF COURSE COORDINATOR

In consultation with the faculty liaison person and the Continuing Education staff, the course coordinator recruits a planning committee for the course offering and develops with them a working draft of a course outline.

Jointly with the Continuing Education staff, and following approval of the outline by the Faculty Advisory Committee, the course coordinator adapts the plan for the course so that it will meet the needs of the State Public Health Associations.

In consultation with the faculty liaison person and Continuing Education staff he selects and recruits the field faculty (Continuing Education staff will assume responsibility for negotiating with individuals as to honoraria, travel expenses, etc.).

The coordinator attends each presentation, if at all possible, and works with the Continuing Education staff in the actual execution of the course.

If the proceedings of the course are published (the decision rests with the Faculty Subcommittee), acts in an overall coordinating and editorial capacity. Final editing and publication is the responsibility of the Continuing Education staff.

RESPONSIBILITIES OF CONTINUING EDUCATION PROGRAM STAFF TO FACULTY ADVISORY COMMITTEES

Program staff serves as members and staff of the Faculty Advisory Committee and each of its subject area subcommittees.

Following faculty liaison person's recommendations for course coordinator, the assigned staff person negotiates financial arrangement with course coordinator and serves as a member and staffs the course planning committee. He works directly with course coordinator and each state association in adapting courses to meet local needs and to arrange local presentation of each course.

Staff attends each course, working jointly with the course coordinator and state association continuing education committee for actual execution of the course.

Staff assists the course coordinator in preparing any proceedings, monographs, or other publications pertinent to the course.

The Program staff is responsible for administrative aspects pertinent to course development and presentation. The staff also serves as liaison with Extension Division and keeps Faculty Advisory Committee informed of offerings in public health and allied fields.

CONFEDERATION OF WESTERN AFFILIATES
CONTINUING EDUCATION COMMITTEE

The Committee is composed of the Chairman from each state public health association's continuing education committee who are appointed by their respective state association presidents. The Chairman of this Committee, who also serves as Chairman of the Faculty Advisory Committee, is appointed by the President of the Confederation upon the recommendation of the deans of the three Schools of Public Health.

This Committee acts in an advisory capacity to the Faculty Advisory Committee, the Program of Continuing Education in Public Health and the continuing education committees of the state public health associations.

To the Faculty Advisory Committee

Recommends priorities for broad subject areas suitable for course development by the Continuing Education Program.

To the Continuing Education Program Staff

Makes recommendations in matters pertaining to the regional operation of the program.

To the Continuing Education Committees of each Association

Develops and recommends procedures pertaining to the function and operation of the state committees.

Through its individual members, the Confederation's Continuing Education Committee works with the Continuing Education Program staff in evaluating the Program and its separate course offerings.

The Confederation's Continuing Education Committee meets each year at the time of the annual meeting of the Confederation, APHA. Special meetings may be called at appropriate times by the Chairman.

COMPOSITION OF STATE PUBLIC HEALTH ASSOCIATION CONTINUING EDUCATION COMMITTEE

Each affiliated Public Health Association should have a duly-constituted standing Committee on Continuing Education. The Committee composition should be representative of the many disciplines in public health and ideally should include representation from:

1. The State Health Department
2. Major voluntary health agencies (one or more persons)
3. Professional Schools (Medicine, Nursing, etc.)
4. Local Health Departments
5. Related professional associations (e.g., NLN, AMA, etc.)
6. Related agencies, as appropriate (Welfare, OVR, etc.)
7. Chairman of subject area subcommittee

For continuity, committee membership appointments should be for a minimum of two years, with overlapping appointments. The Chairman should hold his office a minimum of two years. A vice-chairman should also be appointed and assume the chair when the chairman is not available or is replaced. Appointment to these two key positions should be made from committee membership whenever possible.

RESPONSIBILITIES OF STATE PUBLIC HEALTH ASSOCIATION CONTINUING EDUCATION COMMITTEE

Each state committee determines subject areas within the state in which continuing education is needed and, when requested by the Continuing Education Program staff, participate in regional surveys of interest and need. The committee periodically advises Continuing Education Program staff of interests and needs and selects courses to be presented in the state or in co-sponsorship with other states. It is logical to assume that the State Continuing Education Committee may take leadership in developing and coordinating intra-state educational and training opportunities not directly associated with the Program of Continuing Education in Public Health. Continuing Education Program staff members are available for general consultation on development of state associations' continuing education programs.

Committee members under the direction of the chairman develop and maintain working relationships with agencies and organizations concerned with continuing education and training of public health personnel. They assist in coordination of various educational opportunities available to public health personnel and work with Continuing Education Program staff in promoting and developing financial support within the state for Continuing Education offerings both for participant-aid and course costs.

The committee is responsible for keeping public health association members and other public health personnel in their state informed of Continuing Education Program activities and for determining long-range continuing education programs for the state public health association. Periodically they review plans and accomplishments.

Appropriate subject area subcommittees are appointed to help plan presentation of Program of Continuing Education in Public Health offerings as they become available.

The chairman, or vice-chairman in his absence, serves as liaison between the committee and the association officers and is a member of the Confederation Continuing Education Committee.

Immediately following an association's annual meeting and the appointment of the Continuing Education Committee, chairmen should send the Continuing Education Program staff a roster of membership and subcommittee chairmen. Minutes of all state continuing education committee meetings should be sent to Western Regional Office, APHA.

The chairman is responsible for preparing and reporting to the Association and to the staff of the Program of Continuing Education in Public Health the disbursement of registration fees. This should be on an annual calendar year basis.

RESPONSIBILITIES OF STATE ASSOCIATION SUBJECT AREA SUBCOMMITTEES

Each subcommittee is responsible for developing Continuing Education Program offerings in a subject area for state presentation and for all local arrangements necessary for the presentation. Responsibilities include:

Working with Continuing Education Program staff to adapt offerings for state presentation; selecting local faculty to augment core faculty for offerings; selecting dates and site for continuing education offerings; and evaluating continuing education offerings. The committee makes all necessary local arrangements for presentations. The subcommittee chairman reports progress to the Continuing Education Committee and advises the Continuing Education Committee of any changes in emphasis in the interests and needs of public health workers in the state in the subject area.

SUMMARY OF PRIMARY RESPONSIBILITIES FOR PRESENTATION OF COURSES

1. Faculty selection and course content subject to approval of Faculty Advisory Committee.

2. Financial arrangements and final commitments regarding faculty participation, including local resource people, will be the responsibility of the Continuing Education Program staff.

3. The site and facilities for local presentation of Continuing Education programs will be selected by the state committee based on course requirements and recommendations of Continuing Education Program staff.

4. Financial and other final arrangements regarding program site and facilities will be shared by the Continuing Education Program staff and local arrangements committee.

5. Actual coordination of program sessions will be carried out by the course coordinator, Continuing Education Program staff, or an alternate selected with the approval of the staff.

6. The course announcement, agenda and other materials will be printed by the Continuing Education Program office.

7. Program promotion will be planned and executed jointly by the State Committee and the Continuing Education Program staff.

8. Local sponsors will furnish personnel and equipment for registration, if possible.

9. The registration or tuition fee will be set jointly by representatives of state committee and Continuing Education Program staff.

10. The right to publish papers presented is reserved by the Continuing Education Program pending agreement of the author.

11. Audio-visual equipment and personnel will be furnished by local sponsors, if possible.

FINANCING

Funds which support the Program of Continuing Education in Public Health come from a variety of sources principally in the form of grants or contracts to the sponsoring organizations.

General support for the basic administration of the Program is derived from a percentage of Hill-Rhodes Funds (Federal Aid) to the Schools of Public Health, University of California at Berkeley and Los Angeles and University of Hawaii. A special PHS project grant to the School of Public Health, University of California at Berkeley augments these funds. Together they provide for staff salaries, rent and other central office expenses, and partial support for staff travel in connection with program planning and curriculum development.

The cost of developing and presenting the curriculum of the Program is met by payment of tuition. A tuition fee for each course is established based on estimated expenses exclusive of staff salaries and central services. For most courses, contracts or grants are negotiated which enable the Program to offer tuition scholarships to individuals who are accepted for enrollment. Where funds are not available the individual or his agency pays the fee.

Modest registration fees are cooperatively set with the co-sponsoring state continuing education committee and are paid by the participant when he registers. The income derived from registration fees is not an appreciable factor in the operation of the Program. The principal reason for charging a registration fee is a firm belief that the individual should make a contribution to his own professional growth. (See following policy on sharing registration fees income)

The terms of some grants and contracts permit payment of participant per diem and travel expenses. Priority for this assistance is given to those participants who would not otherwise be able to attend. The primary source of participant support is the employing agency.

Expenditure of funds is the responsibility of the Continuing Education Program staff subject to the rules and regulations of the granting agency and to the accounting procedures of the Western Regional Office, APHA which is in turn responsible to the Universities and APHA. Financial and progress reports are periodically submitted to the funding agencies.

POLICY AND PROCEDURES FOR MONOGRAPH PUBLICATION

At the time of the initial planning of a course a decision is reached by the planning committee if publication of a monograph seems appropriate. Criteria on which the decision is based includes: Is the material of public health importance and applicable to public health practice? Is the information new? Will it be useful to seminar participants as well as public health workers not attending the seminar?

The monograph committee consisting of the course coordinator, faculty liaison, course planning committee, and Continuing Education Program staff selects topics to be included in the monograph, and the field faculty is asked to prepare papers for inclusion in the monograph. The papers need not be a transcript of the presentation they make; in fact they should not be. Papers are reviewed by the monograph committee. The Program staff takes responsibility for final editing, if requested by the committee. Negotiations with the printer and promotion and distribution of the monograph are the responsibility of the staff.

POLICY ON SHARING OF INCOME DERIVED FROM COURSE REGISTRATION FEES

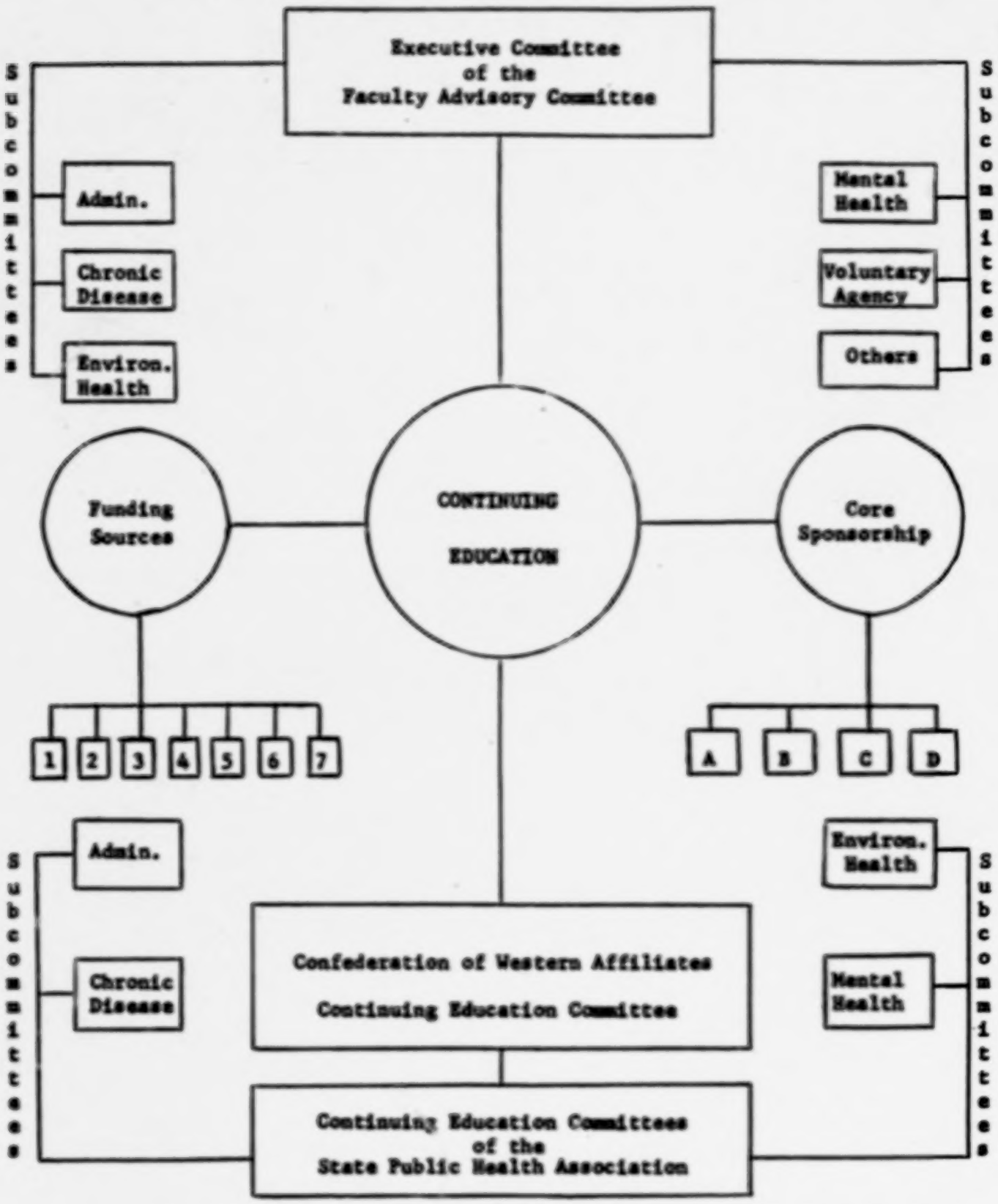
In order to strengthen the planning and execution of continuing education programs in individual states and specifically to stabilize the financial status of each continuing education committee, one-half of registration fees collected for a course presentation will be rebated to the state association after the deduction of necessary and approved expenses.

The rebate will be made following each state presentation. The only conditions which the Continuing Education Program makes for use of these funds by the state public health associations is that funds be used to support continuing education programs sponsored by the state association and to defray necessary expenses made in connection with planning and implementing continuing education courses. They need not be used exclusively for courses brought to them through the Continuing Education Program.

The Program will make an annual report to each state association. Each state committee will make a report of its expenses to the state public health association with a copy to the Western Regional Office.

DOCUMENTS

FUNCTIONAL STRUCTURE
OF THE
PROGRAM OF CONTINUING EDUCATION IN PUBLIC HEALTH



Code Identification 1 through 7

1 - Hill Rhodes Formula Funds to the Schools of Public Health

2 - Project Grant to U.C.B.

3 - National Institute of Mental Health

4 - Short Term Traineeships (USPHS)

5 - Children's Bureau

6 - Direct Tuition by Agency or Individuals

7 - Contracts and Grants as Negotiated

Code Identification A through D

A - University of California, School of Public Health, Berkeley

B - University of California, School of Public Health, Los Angeles

C - University of Hawaii, School of Public Health

D - Western Regional Office, American Public Health Association, Inc.

WRO/APHA - 11/66

HOW A COURSE DEVELOPS

I. Working through state committees, the Continuing Education Program conducts periodic surveys of NEED and DEMAND.

II. Faculty Advisory Committee:

- A. Reviews need and demand.
- B. SELECTS STUDY AREAS FOR DEVELOPMENT in view of need, demand and actual or potential financing.
- C. Appoints faculty liaison for study areas selected.

III. Education Director Designates responsible staff member for each course.

IV. Staff and Faculty Liaison --

- A. Select/recruit course planner.
  1. Together they select and recruit Course Planning Committee.
  2. Together they develop topical course outline and faculty list.

V. Topical course outline and suggested faculty submitted to Faculty Advisory Committee for review and approval.

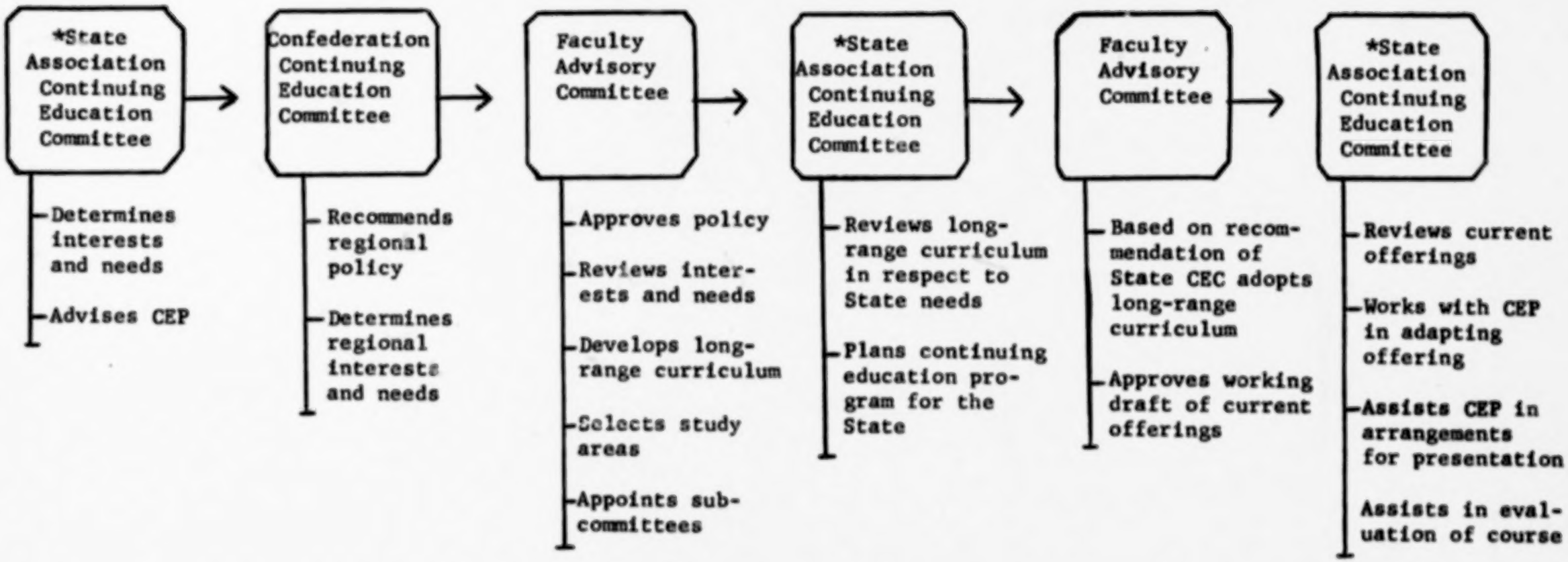
VI. Upon approval, course offered as a package to all states simultaneously.

- A. Regional presentation adapted to meet state demand for each local presentation:
  1. Through State Continuing Education Committee, staff member arranges:
     - a. Local Planning Committee.
     - b. With course planner, schedules faculty.
     - c. Negotiates necessary local or other financing.
     - d. Conducts necessary staff work and sees course presented.
     - e. Conducts indicated follow-up.

PROGRAM OF CONTINUING EDUCATION IN PUBLIC HEALTH

SCHOOLS OF PUBLIC HEALTH: University of Hawaii
University of California, Berkeley and Los Angeles

Western Regional Office, AMERICAN PUBLIC HEALTH ASSOCIATION


*State Association Continuing Education Committee
Determines interests and needs
Advises CEP
Confederation Continuing Education Committee
Recommends regional policy
Determines regional interests and needs
Faculty Advisory Committee
Approves policy
Reviews interests and needs
Develops long-range curriculum
Selects study areas
Appoints sub-committees
*State Association Continuing Education Committee
Reviews long-range curriculum in respect to State needs
Plans continuing education program for the State
Faculty Advisory Committee
Based on recommendation of State CEC adopts long-range curriculum
Approves working draft of current offerings
*State Association Continuing Education Committee
Reviews current offerings
Works with CEP in adapting offering
Assists CEP in arrangements for presentation
Assists in evaluation of course

COURSE DEVELOPMENT FLOW CHART

* And Its Sub-Area Sub-Committees
1/67

TYPICAL JOBS TO BE ASSIGNED FOR STATE PRESENTATION

1. Public Information Subcommittee --Two (2) people

2. Transportation Subcommittee
   For faculty and out-of-town participants

3. Audio-Visual Aids --Two (2) people
   Responsibility for setting up prior to and operation during the seminar
   One (1) for all other aids --one (1) for tapes and public address system

4. Registration --Two (2) people
   One (1) person (member CE Committee) to handle pre-registration
   Two (2) full time first evening and first day of seminar
   One (1) person last two days

5. Welcoming and Hospitality Committee --Two (2) or more people to see that people mix and get acquainted

6. Exhibits and Materials and Films

7. Members of Continuing Education Committee (or other local people) assume responsibility for assisting Continuing Education Program staff with coordination, e.g.

   --See that faculty and local resource people are on hand
   --See that faculty and local resource people are aware of room arrangements and starting time
   --Introduce local resource people to seminar coordinator and Continuing Education staff
   --See that room is arranged and audio-visual equipment ready
   --Help get participants in on time
   --Help distribute materials
   --Notify management of any changes in coffee break times or meal times and number of meal tickets sold for each meal

PROMOTION SCHEDULE

Title of Course	State
Minimum Number of Participants Required	Date Completed, Initial

Activity	Date
A. Preliminary (mimeo) Announcement -- From State Public Health Association and other sponsors or cooperating agencies. Special announcement from agency to employees if indicated. Should stress dates and general description of Seminar.	
B. Announcing articles in newsletter, trade journals.	
C. Promotion through informal, face-to-face contacts.	
D. Printed announcement with general description of Seminar, faculty, site. Application blank with room information. Registration fee to be mailed with application. Deadline for application.	
E. Memo from agencies with detailed information on policy for time off, per diem, how to apply, etc.	
F. Topical Outline -- reminder of final date for applications.	
G. Notify CEP of pre-registration figure, estimate of final registration.	
H. Final date for application.	
I. Screen applicants -- personal contact with key personnel not registered.	
J. Final screening for applicants.	
K. Final notification of selected participants.	
L. Other Activities	
M.	
N.	
O.	
P. S E M I N A R	

Note: Suggest official agency representative and voluntary agency representative as Co-Chairmen for Subcommittee on Public Information. News releases, notices in newsletters, etc., to be placed in schedule at appropriate time. Note: Notification of applications received by returning receipt for registration fee.

FACULTY ADVISORY COMMITTEE - EXECUTIVE COMMITTEE

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Louis J. Pansky, M.P.H.

William R. Manning, M.P.H.

Laurence B. Callan, Ph.D.

W. H. Aufranc, M.D., ex officio

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PERSONAL HEALTH SERVICES SUBCOMMITTEE
(formerly Chronic Disease)

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Virginia A. Clark, Ph.D.

Robert W. Day, M.D., M.P.H., Ph.D.

Jean French, Dr.P.H.

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